



CERTIFICATE OF OCCUPANCY APPLICATION

Type of Registration: Change of Tenant Change of Ownership

Property Address _____

Current Owner Name _____ Phone Number _____

Owner Address (If different from Property Address) _____

Phone Number (Home) _____ Phone Number (Mobile) _____

E-mail Address _____

Prospective Tenant(s) or Owner(s) Information

Name _____ Primary Phone Number _____

Current Address _____

Baldwin enforces the 2009 Property Maintenance Code. The following updates are customary to residential occupancy permit requirements (Note that this does not limit the types of violations cited during an occupancy inspection):

- Exterior maintenance of property
- Smoke detectors in each bedroom and on each floor (battery operated units acceptable)
- GFCI outlets within six feet of water including exterior, unfinished basement, garage, kitchens, bathrooms, laundry tub area, etc.
- Handrails when there are four or more risers present (pertains to interior and exterior stairs)
- Proper venting of hot water tank and furnace
- When a window is not present, mechanical ventilation is required in all bathrooms
- Fire extinguishers (rental properties only)
- Electrical wiring in good condition
- Plumbing must be in compliance with the International Plumbing Code
- Integral garage ceilings must be completely separated from living space (fire rated 5/8" drywall)
- Must have solid wood/steel door between basement and an integral garage (20 minute minimum rating)

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment of \$60.00 per occupancy for inspection. Check, cash, and money orders are accepted and made payable to Baldwin Borough. No inspection will be scheduled without payment.

Violations discovered during a requested Occupancy Permit inspection may not disqualify the unit from occupancy consideration but could result in a Temporary Occupancy Permit being issued with follow up re-inspection to ensure that deficiencies were corrected.

Signature of Applicant/Date: _____